

POL	ELECTED MEMBER REQUESTS	AC3
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POLICY CODE:	AC3
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	086/001
DATE FIRST ADOPTED:	15 April 1997
DATE LAST REVIEWED:	12 December 2013
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	2

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013
OCM:	17 September 2002 12 April 2012

BACKGROUND:

In the past, Councillors have been able to access requests for services/work by both formal and informal means.

PURPOSE:

To establish a consistent method by which Councillors can formally request work to be performed.

POLICY:

Any requests or enquiries made by Elected Members, must be provided and lodged with the Executive Services Unit for recording.

Any requests or enquiries received by the Executive Services Unit, shall be forwarded to the relevant service unit for dealing with in the normal manner through the Customer Request System.